

Telecommunications Room

Code: ANCMF-AU-R-TR-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dusting of all surfaces including equipment racks, shelves, and cable trays.
- Vacuuming of floors using HEPA-filtered vacuum cleaners to minimise dust particles.
- Mopping of hard floor surfaces with a damp mop using a neutral pH cleaner.
- Wiping down of all accessible surfaces with a microfibre cloth to remove fingerprints and smudges.
- Sanitising of high-touch areas such as door handles and light switches.
- Emptying and sanitising of rubbish bins.
- Inspection and cleaning of air vents and filters to ensure optimal air quality.

Method

1. Prepare the area by removing any obstacles and ensuring all equipment is powered down if necessary.
2. Use a colour-coded cleaning system to prevent cross-contamination, ensuring separate cloths and mops for different areas.
3. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
4. Vacuum the floor thoroughly, paying special attention to corners and under equipment racks.
5. Mop the floor using a damp mop and a neutral pH cleaner, ensuring no excess water is left on the floor.
6. Wipe down all accessible surfaces with a microfibre cloth, focusing on removing fingerprints and smudges.
7. Sanitise high-touch areas with an appropriate disinfectant.
8. Empty rubbish bins and replace liners, then sanitise the bins.
9. Inspect air vents and filters, cleaning as necessary to maintain air quality.

Equipment

- HEPA-filtered vacuum cleaner
- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Neutral pH floor cleaner
- Disinfectant spray
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are free of dust and smudges; floors are spotless with no residue; air quality is optimal with no visible dust on vents; bins are empty and sanitised.
Good	Minor dust on non-essential surfaces; floors are clean with minimal residue; air quality is acceptable with minor dust on vents; bins are empty but not sanitised.
Pass	Noticeable dust on surfaces; floors have some residue; air quality is below optimal with visible dust on vents; bins are not emptied or sanitised.
Fail	Heavy dust accumulation on surfaces; floors are dirty with visible residue; poor air quality with clogged vents; bins are overflowing and unsanitised.